

District \_\_\_\_\_

Building \_\_\_\_\_

Team Member \_\_\_\_\_

 Staff Interviewed (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_

### LIBRARY MEDIA SPECIALIST (LMS) INTERVIEW QUESTIONS

#### 6.8.1

(L1) Who teaches information literacy/research skills to students in this school?

(L2) What are the hours the LMC is open?

(L3) Is the LMC arranged so that the resources are easily available to students and staff?  
If not, why?

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#### 6.8.2

(L4) Was the LMC Policy and Procedures Handbook developed cooperatively?  
Who participated?

(L5) What year was it revised? \_\_\_\_\_

(L6) What modifications in LMC services have resulted from the evaluation process during the past two years?

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#### 6.8.3

(L7) Does the LMC have an electronic management system?  
Is it in use? (If not, ask why.)

(L8) Are all the LMC resources cataloged, classified, and processed?

- (L9) What criteria are used to determine how well the LMC collection meets the staff's instructional needs?
- (L10) What collection analysis techniques are used to evaluate the LMC resources?
- (L11) What evaluation criteria are used to determine how well multicultural/equity issues are represented in the LMC resource collection?

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**6.8.4**

- (L12) What plans have been made for improving LMC resource collections, services, facilities, and instruction?  
Are these plans part of the CSIP?

- (L13) What progress has been made in the last two (2) or three (3) years toward accomplishing the building collection plan?

**6.8.1 TEAM MEMBER CHECKLIST FOR LMCs**

**Complete a checklist for each LMC visited.**

Team observations indicate the LMC in \_\_\_\_\_ **[school name]** has:

- YES / NO -appropriate facilities (attractive, comfortable, encourage student and staff use)  
 YES / NO -age-appropriate furnishings (chairs, tables, height of shelves)  
 YES / NO -appropriate, secured shelving  
 YES / NO -adequate storage/work space (for librarian)  
 YES / NO -seating space for minimum of two (2) classes (based on average class size in building)  
 YES / NO -most books in "good" condition (all pages attached, spine not torn or frayed, no torn pages, white paper)  
 YES / NO -socially- and culturally-diverse resources  
 YES / NO -age-appropriate resources

**[Additional Information:]**

## 6.8.3

**CHECK FOR COPYRIGHT DATES**

**In buildings with electronic management systems, the team member may ask to conduct this sampling procedure electronically. If the LMCs are networked, this sampling could be done from a central location.**

The following procedure may be used in any building/district that **does not** have an electronic management system. **Complete a chart for each LMC.**

1. Select 20-30 books randomly from the nonfiction Dewey Decimal area (elementary, 940-943.99; middle school, junior high school and high school, 914-915.99).
2. Locate the copyright date is usually found on the back of the title page and is identified by the word copyright or the copyright symbol (©) before the date. In column 2 of the chart below, place tally marks after the appropriate range of years.
3. To obtain the percent for Column 3, divide the total number in Column 2 by the sample size in column 1.

Column 1	Column 2	Column 3
COPYRIGHT DATES	TOTAL NUMBER IN EACH CATEGORY	PERCENT
# in entire sample	XXXXXXXXXXXXX	XXXXXXXXXXXXX
[PRIOR TO 1981]		
[1981-2003]		

**[additional information regarding LMCs]**